All administrative time must be booked against the relevant job number - All jobs should be rounded to nearest 1/4 hour i.e.15, 30, 45 or on the hour

Midland Management Services Ltd

Name _____

Week commencing (a Monday) DD / MM / YYYY 20

Payroll No.

Sheet of

Evenings on call (Mon=1, Tue=2 etc.) , , , , , , ,

Day (Mon=1)	Job number		Location/building	Rate	From (24 hour clock) HH MM	To (24 hour clock) HH MM	Minutes
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Employee signature _____ Authorising name _____ Signature _____ Sheet total

Day	Job numbers	Rates	Note
1=Monday 2=Tuesday 3=Wednesday 4=Thursday 5=Friday 6=Saturday 7=Sunday	9999-0021=Holiday 9999-0032=Training 9999-0043=Sickness 9999-0054=Supervision 9999-0065=Non-productive 9999-0076=Escorting	A=1X B=1.5X C=2X U=Unpaid W=Holiday X=Training Y=Sickness Z=Call out	Timesheets to arrive no later than 12:00pm each Monday 8hrs (1day)=480Mins 40hrs (1week)=2400mins Days 1-5 over 480mins=rate B Day 6 after 13:00=rate B Day 7=rate C DO NOT PHOTOCOPY - Always use sheets from BreatheHR

3172